

## **CWT To Go**

Useful ways to use CWT To Go as a travel arranger

## Want to see your traveler's trips in CWT To Go?



DEPART

MSP to DCA June 10—Delta

RETURN

DCA to MSP June 12—Delta

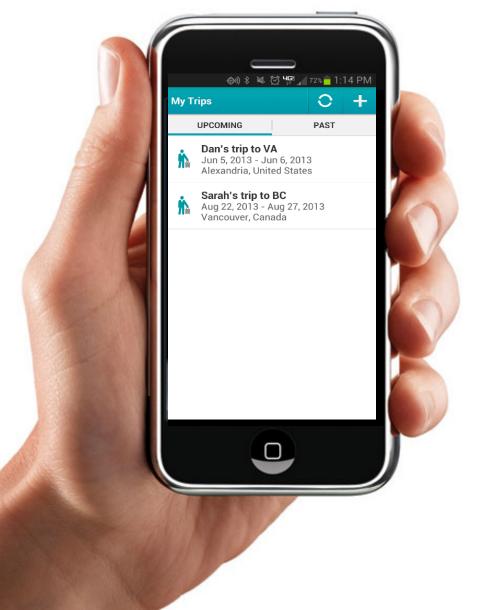


From the email address you used to sign up for CWT To Go, email your traveler's itinerary to...

plans@cwttogo.com



## Have trips for multiple travelers?



- To avoid confusion with multiple traveler's trips, follow these steps to rename the trip:
  - 1. Go to "My Trips"
  - 2. Select a trip
  - 3. Click your device's menu button, and select "Edit Trip"
  - 4. Change the trip name, and hit Save
  - 5. Done!

## Now you can...

- See all your traveler's trips in one place on your mobile device
- Receive alerts if your traveler's flight is delayed, canceled, or their gate is changed
- Check the weather in the location they're going to
- Research alternative flight options if plans change





